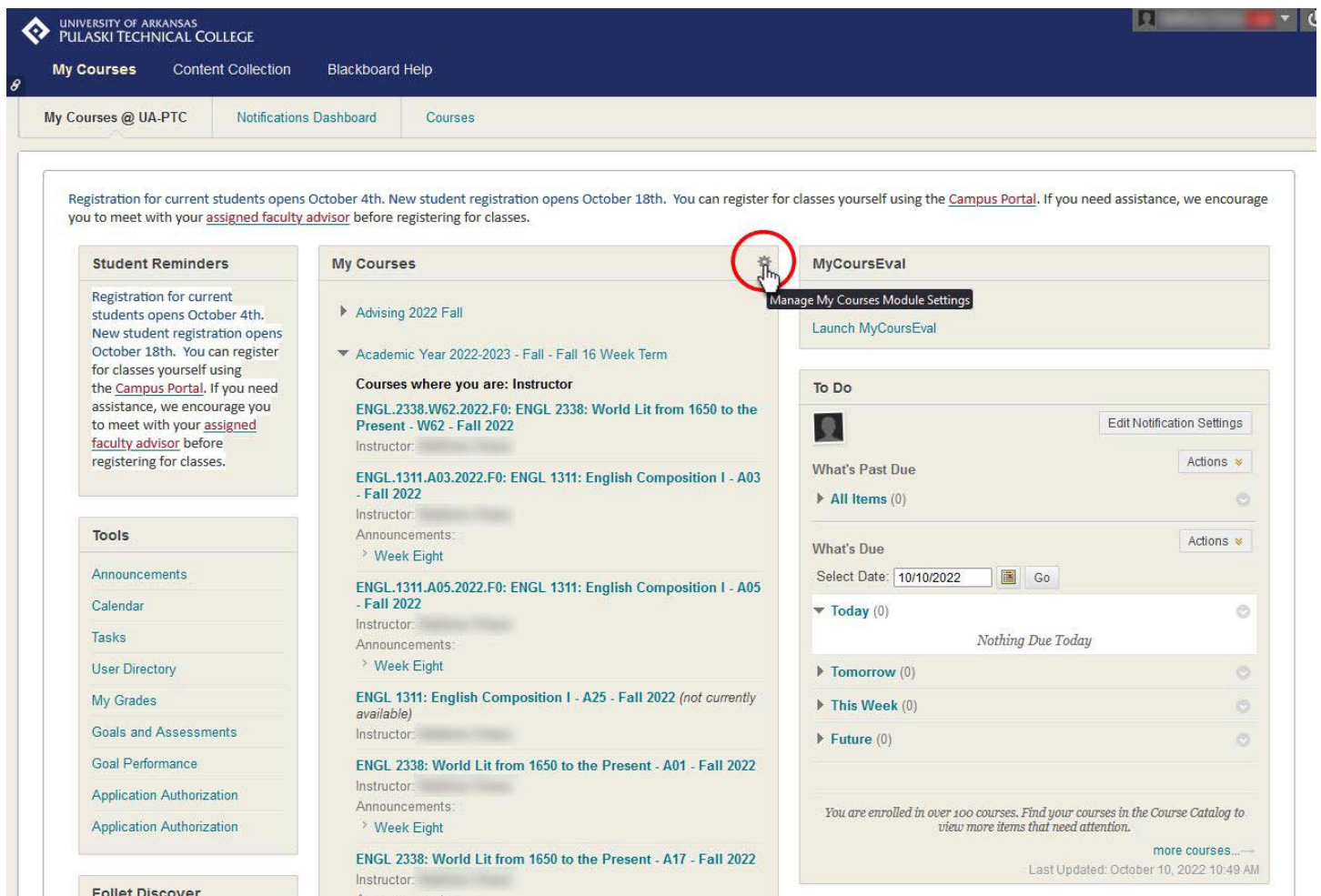


Blackboard Learn: My Courses Dashboard Display Customization

On the Blackboard home screen, you may find that not all of your courses are being displayed in the “My Courses” dashboard panel. This is because there is limited space available for courses to be displayed here, and there are likely too many courses currently being displayed. These instructions will show you how to turn off some of your older unneeded terms to create more room for all of the current term’s courses to show.

First, locate the “Manage My Courses Module Settings” link as shown in the image below. This link appears as a small gear icon in the upper right corner of the “My Courses” dashboard panel on your Blackboard home screen. You will need to hover your mouse in this area in order for the icon to appear. Click on this icon to be taken to the My Courses Personalization page.



The screenshot shows the Blackboard Learn interface. At the top, there is a navigation bar with the University of Arkansas Pulaski Technical College logo and the text "My Courses", "Content Collection", and "Blackboard Help". Below this is a secondary navigation bar with "My Courses @ UA-PTC", "Notifications Dashboard", and "Courses".

The main content area is divided into several sections:

- Student Reminders:** A box containing registration information for current and new students, mentioning October 4th and 18th, and the Campus Portal.
- Tools:** A vertical list of links including Announcements, Calendar, Tasks, User Directory, My Grades, Goals and Assessments, Goal Performance, Application Authorization, and Application Authorization.
- Follet Discover:** A link at the bottom left.
- My Courses:** The central section showing a list of courses. A red circle highlights a gear icon in the top right corner of this section, which is labeled "Manage My Courses Module Settings".
- MyCoursesEval:** A section on the right with a "Launch MyCoursesEval" button.
- To Do:** A section on the right showing a "What's Past Due" and "What's Due" summary. It includes a date selector set to 10/10/2022 and a "Go" button. Below this, it shows "Today (0)", "Tomorrow (0)", "This Week (0)", and "Future (0)".

At the bottom of the page, there is a message: "You are enrolled in over 100 courses. Find your courses in the Course Catalog to view more items that need attention." and a link "more courses...". The page was last updated on October 10, 2022 at 10:49 AM.

On the Personalize: My Courses page, first, make sure the checkbox labelled “Group by Term” is selected. (Labelled “1” in the image below.)

On this page, you will see a list of all the terms containing courses in which you are enrolled. Locate the “Show Term” column, which is just to the right of the Term Duration, or 2nd from the right side of the table. (Labelled “2” in the image below.) Uncheck terms that you do not wish to show, and check terms that you do wish to show.

Finally, click the Submit button at the bottom to save your preferences. (Labelled “3” in the image below.)

UNIVERSITY OF ARKANSAS
PULASKI TECHNICAL COLLEGE

My Courses Content Collection Blackboard Help

Personalize: My Courses

Personalize: My Courses

TERMS

1 Group by Term

Select All/Unselect All	Term Name	Term Duration	Show Term	Expand Term
<input type="checkbox"/>	Advising 2022 Fall	From August 22, 2022 to December 13, 2022	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Academic Year 2022-2023 - Fall - Fall 16 Week Term	From August 22, 2022 to January 12, 2023	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Advising 2022 Spring	From January 1, 2022 to July 31, 2022	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	2022 Spring Full 16 (AY 2021-2022)	From January 18, 2022 to May 31, 2022	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2021_Fall_Full	From August 23, 2021 to December 25, 2021	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2021_Summer_Second	From July 6, 2021 to August 6, 2021	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	ADVISING_2021_Spring	From January 6, 2021 to August 8, 2021	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Workday Training	Continuous	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2021_Spring_Full	From January 19, 2021 to May 22, 2021	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2020_Fall_Full	From August 24, 2020 to December 31, 2020	<input type="checkbox"/>	<input type="checkbox"/>

Cancel **Submit**

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